

PROCEEDINGS OF THE BROWN COUNTY
PUBLIC SAFETY COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Public Safety Committee was held virtually on Tuesday, May 5, 2020.

Present: Supervisor Deneys, Supervisor Lund, Supervisor Kaster, Supervisor Coenen, Supervisor Schultz
Also Present: Supervisor Schadewald, Supervisor Erickson, Supervisor Brusky, Supervisor Borchardt, Sheriff Todd Delain, Chief Deputy Brad Brodbeck, Captain of Support Services John Rousseau, Public Safety Communications Director Cullen Peltier, Office Manager Michele Andresen, District Attorney David Lasee, Medical Examiner Director of Operations Barry Irmen, Honorable Tammy Jo Hock, Clerk of Courts John Vander Leest, other interested parties and media.

I. Call meeting to order.

The meeting was called to order by senior member Supervisor Lund at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Kaster, seconded by Supervisor Deneys to take Items 17, 18, 19 & 20 following *Comments by the Public*. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Election of Chair.

Supervisor Schultz nominated Supervisor Deneys for Chairman of this Committee. There were no other nominations and the nominations were closed.

Motion made by Supervisor Schultz, seconded by Supervisor Kaster to elect Supervisor Deneys as Chair of this Committee. Vote taken. **MOTION CARRIED UNANIMOUSLY**

At this time the meeting was turned over to Chair Deneys.

IV. Election of Vice Chair.

Supervisor Lund nominated Supervisor Kaster for Vice Chairman of this Committee. There were no other nominations and the nominations were closed.

Motion made by Supervisor Lund, seconded by Supervisor Schultz to elect Supervisor Kaster as Vice Chair of this Committee. Vote taken. **MOTION CARRIED UNANIMOUSLY**

V. Set date and time for regular meetings.

After a discussion by the Committee, it was decided that regular Public Safety Committee meetings will be held the first Tuesday of each month beginning at 6:00 pm.

Motion made by Supervisor Lund, seconded by Supervisor Kaster to hold regular Public Safety Committee meetings the first Tuesday of each month beginning at 6:00 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

VI. Approve/Modify Minutes of March 4, 2020.

Motion made by Supervisor Kaster, seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

1. Review Minutes of: None.

Although shown in the proper format here, Items 17, 18, 19 and 20 were taken at this time.

Public Safety Communications

2. Budget Status Financial Report for March 2020 (unaudited).

Director of Public Safety Communications Cullen Peltier reported his department has had a few expenses related to COVID-19 but generally their budget is in good shape and they should be able to cover it. The expenses related to COVID-19 are being separated out and funneled through the EOC. Peltier also noted overtime is down quite a bit.

See action at Item 3 below.

3. Director's Report.

a. COVID-19 Update.

Peltier reported that within the first week of this event they separated their staff into two locations. They also have four individuals who are currently taking calls from their homes and these individuals would be able to go into either location if there would be an outbreak so they could continue to operate with a full staff. Visitors are no longer able to come in and trainings and things like that have been discontinued. Interviews and new employee testing is now being done online and that is working well. There have also been some modifications with the jail to keep PSC staff separate from the jail facilities. They continue to follow the safer at home order and are working on setting up procedures to get everyone moved back into the main center when it is time.

Motion made by Supervisor Kaster, seconded by Supervisor Schultz to receive and place on file Items 2, 3 and 3a. Vote taken. MOTION CARRIED UNANIMOUSLY

Emergency Management

4. Budget Status Financial Report for March 2020 (unaudited).

Peltier informed Emergency Management will have some expenses related to COVID-19 and they will keep the Committee updated on this.

Motion made by Supervisor Kaster, seconded by Supervisor Schultz to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Director's Report.

a. COVID-19 Update.

Peltier said Emergency Management Director Lauri Maki provided him with an update to share with the Committee. The EOC opened on March 14 with regular business hours but this has progressed and they are now working much later in the evenings as well as on weekends. They are working on community quarantine and isolation centers and it was noted that Brown County has been a model for this and had their centers open faster than anyone else in the state. They have also set up a logistics warehouse which became a regional distribution center for the state because of the efficiencies they had. The big push at this time is testing and staff continues to work in conjunction with other agencies and there is no anticipation of when things may ramp down.

Peltier continued that there was some significant flooding last week and the area unified command was running at the Museum, however they were flooded out so in the middle of the flood they moved everyone into the facilities at the EOC and for the first time ever there were two EOC operations running at the same time. Peltier said Lauri Maki and his staff are doing an awesome job and he has been impressed with how well all the agencies are working together.

Motion made by Supervisor Lund, seconded by Supervisor Kaster to receive and place on file. Vote taken.

MOTION CARRIED UNANIMOUSLY

Sheriff

6. Update re: Jail Addition – *Standing Item*.

Sheriff Delain informed a meeting was recently held with Miron Construction and they discussed how they would be moving ahead. Delain also spoke with Facilities about this and was advised that a schedule should be available by the end of next week that outlines what work will be done up to three weeks in advance and these schedules will continue to come out weekly. The project is anticipated to be finished in early 2021.

No action taken.

7. Budget Status Financial Report for March 2020 (unaudited).

Delain informed there have been some encumbrances such as squad cars in the beginning of the year. Overall they are at 23% of budget for expenses and 23.9% for revenue. Through the first quarter the budget is looking good and Delain also noted that overtime has been down about 20% year-to-date for 2020.

Motion made by Supervisor Kaster, seconded by Supervisor Schultz to receive and place on file. Vote taken.

MOTION CARRIED UNANIMOUSLY

8. Key Factor Report through March 2020 (unaudited).

Delain asked if the Committee wished to continue having this report included on the agenda. After a brief discussion, the Committee asked that this report continue to be provided on a monthly basis.

Motion made by Supervisor Kaster, seconded by Supervisor Lund to receive and place on file. Vote taken.

MOTION CARRIED UNANIMOUSLY

9. Budget Adjustment Request (20-036): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment is to increase grant revenue and related supplies. Equipment and outlay expenses to participate in a Law Enforcement Drug Trafficking Response grant through Wisconsin Department of Justice for the period of April 1 – September 30, 2020. The grant provides funds for the purchase of various squad radio, video and computer equipment and other squad vehicle items for an interdiction vehicle. There is no local match required for this grant and no impact on the levy.

Motion made by Supervisor Lund, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Budget Adjustment Request (20-039): Reallocation between two or more departments, regardless of amount.

This request is to utilize funds from the County's contingency fund to replace a washing machine at the jail that is broken and not worth repairing with two used washers at a cost, including shipping and installation, of \$11,734.

Delain explained there is one contracted staff person that works in the laundry at the jail and the rest of the work is done by inmates. Several small machines are working, but one of the large machines is inoperable. These machines are needed to wash all of the linens and uniforms at the jail, and they are also used to do laundry for the CTC and Human Services. About 37% of all laundry done at the jail is for Human Services and other parts of

the county. They had been looking at replacing the large machine and estimates were coming in at about \$50,000. Jail Captain Heidi Michel is very resourceful and has been able to locate two used 80 pound machines which would be perfect for the needs of the jail. The cost for these machines, including shipping and installation would be \$11,734. These used machines are in very good condition and purchasing them instead of buying new will save approximately \$35,000.

Motion made by Supervisor Kaster, seconded by Supervisor Schultz to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Sheriff's Report.
a. COVID-19 Update.

Delain informed they have been extremely busy recently. Officers are now wearing masks and taking other appropriate steps to avoid exposure to the virus. Over the last few weeks officers have had exposure to individuals who have been positive for COVID and because they were wearing proper PPE they were deemed to be low risk exposures. There was one situation in which two officers had a higher risk of exposure and those officers quarantined for two weeks and were found to be negative and are now back to work. The Sheriff's Office is helping wherever they can in relation to COVID-19 such as traffic control at testing sites.

There have been significant changes at the jail. In March they re-organized the jail which included moving inmates around. They have created a medical observation and quarantine system for all new inmates who come into the jail. When an inmate is booked in, they are screened and then they move immediately to quarantine for 14 days before they go to general population. Inmates are monitored closely in that area and are under restrictions so they do not have the opportunity to transmit anything. This is working out very well and Delain has talked with other Sheriffs throughout the state who have now implemented similar procedures. Jail staff works very closely with the Health Department and the Health Services Unit at the jail works very diligently with inmates who exhibit any symptoms of COVID.

Delain continued that he has also eliminated the Huber program as it existed previously. Anyone on Huber who had employment or court orders for childcare have been pushed out onto the electronic monitoring program and in-house arrest to alleviate inmates coming and going. The fourth and fifth floors of the jail are currently empty and this has resulted in additional manpower to apply in other places which has resulted in a reduction of overtime.

Staff has been working very hard and doing a very professional job to stay on top of this to keep the jail safe. Brown County has been approved for a grant in the amount of \$58,000 through the Department of Justice to assist with COVID-related expenses. Delain has purchased several pieces of equipment to assist in the disinfection process at the jail including a UVC machine similar to what hospitals uses and an electrostatic sprayer.

Delain continued that the policy changes and modifications they have made as well as the equipment they are using has kept the health of the jail at similar to what it was prior to COVID-19. He also noted there have been motions filed by two inmates asking to be let out of jail or have their bond reduced significantly, so they could post with the claim that they need to get out due to COVID-19. Delain concluded by saying he is confident that the jail is capable of holding anyone who needs to be held in the jail safely.

Motion made by Supervisor Lund, seconded by Supervisor Schultz to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Medical Examiner

12. Medical Examiner's Report.
a. COVID-19 Update.

Medical Examiner Director of Operations Barry Irmen reported they are closely monitoring the status of active confirmed COVID cases in Brown County. The impact to his office regarding COVID deaths has been minimal as

most of them are occurring in medical settings. They have done several post mortem tests to safeguard staff and first responders. They were able to secure PPE early on so the investigators are well protected and have the tools to do the job. Investigations are taking longer because of the PPE and the questions that need to be asked and the records review that has to be done as well. The risk to staff is not so much from the decedent, but more from the family and the witnesses that may be present as conversations take place. There has been good cooperation from funeral home partners as far as transports and the National Guard has assisted in moving decedent's from Brown County to Dane County for examinations which has been helpful. Irmen is a little concerned about the increase in cases and said that Brown County has 19% of the entire cases in the state. They are also keeping an eye on GBCI as there have been some cases there and a facility such as that could pose a bigger risk for the spread of the virus, similar to the businesses in Brown County that have had increased cases.

Irmen concluded by saying they are currently doing recruitment for part-time staff and they have some virtual interviews scheduled in the next few days.

**Motion made by Supervisor Lund, seconded by Supervisor Coenen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

District Attorney

**13. District Attorney Report.
a. COVID-19 Update.**

District Attorney David Lasee informed his staff has managed to weather the COVID virus pretty well, other than one of the volunteers who tested positive. Lasee noted his office was already paperless and through some good work with TS at both the county and state level they have been able to transition pretty seamlessly to working from home. Most of his staff has been operating remotely but the office does remain open with a skeleton crew daily; however they are not doing any face to face visits with crime victims or the public. Reviewing information from law enforcement and issuing criminal complaints is being done virtually and initial appearances and preliminary hearings are still happening on a daily basis virtually.

Lasee continued that his office has been pretty busy with a high number of homicide cases in the first part of the year, well exceeding the number of homicides for all of last year. He has been working together almost daily with Judge Hock and the Sheriff and Clerk of Courts to see what the process to re-open will look like, both externally for the courts and internally for staff.

From a budget standpoint, Lasee said they are on par at this time, but over time that could be an issue because there have been some significant cases and homicides in the first part of the year. The overtime budget is very low and Lasee expects before the end of the year it will be exceeded. It will be a tight budget year, but there is nothing dramatic with the COVID virus that will hurt their budget but they are keeping track of the additional costs related to this.

**Motion made by Supervisor Kaster, seconded by Supervisor Schultz to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Circuit Courts, Commissioners, Probate

14. Budget Status Financial Report for March 2020 (unaudited).

Presiding Judge Tammy Jo Hock informed the budget is doing well, but there will likely be some unbudgeted expenses coming up due to COVID-19.

See action at Item 15.

**15. Director's Report.
a. COVID-19 Update.**

Judge Hock informed they have been working with the Sheriff's Department and the changes they have made have been very helpful in keeping the Courthouse safe. There have been a lot of directives from the Supreme Court and the District stating that in person hearings are not to be held so they are doing all the hearings they can by video but those are very limited. There is a task force that has been put together by the Supreme Court of Wisconsin that is looking at what can be done to re-engage and start conducting hearings on a more regular basis. The recommendations that are coming out so far are indicating that everyone who comes into the courthouse will have to be equipped with a mask and there would also be temperature screenings at the door. Purchase of air purification systems may also be necessary. Judge Hock is working on putting together a committee to start looking at what can be done as a county to start re-engaging and have hearings conducted again in the courthouse while still following the recommendations of the Supreme Court. Jury trials are not currently being held and she does not know when they will be able to go back to those.

Motion made by Supervisor Lund, seconded by Supervisor Kaster to receive and place on file Items 14, 15 and 15a. Vote taken. MOTION CARRIED UNANIMOUSLY

Clerk of Courts

- 16. Clerk of Courts Report.**
a. COVID-19 Update.

Clerk of Courts John Vander Leest provided an e-mail to the County Board outlining the actions his office has taken in response to COVID-19, a copy of which is attached. Vander Leest outlined these procedures with the Committee. All essential duties are being done, but there are not people coming into the office. Overall they are keeping up and getting things done and also doing some other project work that they did not have time for in the past.

In terms of budget, the Clerk of Courts' office has seen an increase in revenue but it was not significant. March was good and April was okay for collections. The state collection agency is still collecting on debts, but they have lessened some of their initiatives so people can stay on their feet. Last year's budget was positive by \$125,000 which is the first time this has happened in a number of years.

Motion made by Supervisor Coenen, seconded by Supervisor Lund to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 17. Late Communication from Chair Buckley re: Discussion and possible action regarding compensation for Courthouse and District Attorney Office employees for March 19, 2020 shutdown.**

Supervisor Buckley asked that this Item be held for one month.

Motion made by Supervisor Kaster, seconded by Supervisor Lund to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

- 18. Communication from Chair Buckley re: Question the use of County funds and personnel to provide software and TS support to municipalities. Action at March meeting: *To refer to staff for further study and bring back.***

Supervisor Buckley recalled there was a discussion at the last meeting regarding how the county is providing TS services and software usage/fees to a lot of the municipalities. At this time some municipalities are paying for their own support but some are not and this is not equitable. With current changes going on, Buckley feels it is a good time to set a policy that works for everyone. A policy would have to be all-encompassing including the CAD licensing, the TS storage and TS services to make sure everyone is charged appropriately for their usage.

Sheriff Todd Delain informed he has done some follow-up on this after the last meeting by speaking with Public Safety Communications Director Cullen Peltier as well as Captain of Support Services John Rousseau and Technology Services Director August Neverman. He explained there are municipalities within Brown County that have their own records management system including Green Bay, Ashwaubenon, Pulaski and Wrightstown. The

Sheriff's Office uses Pro Phoenix and De Pere, Hobart, Lawrence and UWGB have joined to use the county's system. The Sheriff's Office currently pays for the records management system for those municipalities. Because a new records management system is currently being looked at Delain agreed with Buckley that now would be a good time to look at this.

Delain continued that there are really four pieces to this.

1. The records management system. This is where all of the reports are kept. At the time the county rolled out their system, municipalities were allowed to join, but there was nothing that said how long the county would cover the costs for the municipalities.
2. Net motion licenses. The net motion license is what allows a mobile computer to connect to the county network. Over the course of eight or nine years, agencies, including fire departments, have been getting more technology and they want to connect to the system which results in the county being charged for a net motion license. There is a one-time charge for each license of \$240 and then an annual fee of \$60 thereafter. The county currently has 140 licenses issued to them that the county has paid for however only 57 of those licenses are being used by the Sheriff's Department and the municipalities who have contracts with the county. The remaining licenses are being used by the other agencies. The amount budgeted for these net motion licenses in the 2020 budget is \$10,639. Delain continued that the City of Green Bay also uses net motion at their own cost as does Ashwaubenon. This is inequitable in that certain municipalities are buying the licenses on their own while others are expecting the county to do it.
3. Technical support. There is a TS person at the Sheriff's Office who handles all of the equipment and cross checks with Public Safety Communications. The issue is that this tech support gets pulled away to other municipalities to fix things which is part of the Sheriff's chargeback for TS. As more technology becomes available, the tech gets pulled further away and has less time to do work at the Sheriff's Office. TS has advised Delain that if this continues, they will need additional techs to do the work which will result in increased chargebacks. Delain feels this is not equitable as certain municipalities have their own techs or hire someone to do the work while other municipalities utilize the Sheriff's Office. TS has indicated to Delain that this should be something that is based on time and material; if they are using the county tech the municipalities should be paying for time and material.
4. Connections to municipal courts. The total cost for this to the Sheriff's Office is about \$500 annually, and although that is a relatively small amount, Delain feels it should be cleaned up along with everything else.

As pertains to the records management system alone, Delain informed the expense is in the neighborhood of \$93,000 annually, but this is not pro-rated and some municipalities do not use it which creates the issue of equity across the board. He does not believe there are any issues with the CAD as that agreement is in place and the county is required to make the connection to the agencies, which is being done, but the agencies are buying their own computers and equipment.

Delain informed the Sheriff's Office is looking at a new records management system so this is the time to get this cleaned up as the costs are increasing every year.

Public Safety Communications Director Peltier informed that Public Safety Communications is bound by the intergovernmental agreement that was signed at the time of the consolidation to provide CAD radio services to the agencies, however the county was never responsible for the end user equipment and the net motion licenses are definitely end user equipment. The county has to provide the service, but the computers and net motion is part of the end user portion. At this point this does not have a financial impact on Public Safety Communications.

Delain feels an appropriate recommendation would be to move ahead with equity amongst all municipalities and the most prudent way to do that would be for users of the records management system to pay their share

based on call volume. Secondly, with regard to the net motion licenses, Delain's recommendation is that users pay for all new net motion licenses as well as the annual fees thereafter. Further, the municipalities that are currently utilizing these licenses should be paying the annual fee as well. As far as tech support associated with the Sheriff's Office, Delain said he would follow the recommendation of TS that any time and material used by county technicians be billed to the municipalities. Finally, with regard to the TIPS connection to interfaces with the records management system for the agencies that use TIPS, Delain feels although it is a small fee it is an end user thing and the municipalities should be paying those fees because at this time it is not equitable.

Motion made by Supervisor Lund to move ahead with equity of payments for the municipalities for services based on their use of the records management service and that users pay for all new license fees going forward as well as annual license fees and that TIPS connection fees be paid by the municipalities. *No second, no vote taken.*

Buckley suggested it would probably be better to refer this to the Administration Committee and Corporation Counsel as Corporation Counsel will have to draft agreements for these things and he wants to ensure that everything is handled at one time.

Motion made by Supervisor Lund, seconded by Supervisor Coenen to refer to Administration Committee and Corporation Counsel to draft agreements on the issues outlined. Vote taken. MOTION CARRIED UNANIMOUSLY

- 19. Communication from Supervisor De Wane: To send a resolution to the state asking to reinstate Brown County Jail employees back to protective service status. *Referred from April 13 County Board.***

Board Chair Buckley informed he spoke with Supervisor De Wane regarding this and he asked that Buckley update the new members. Buckley informed that several times in the past the county has sent resolutions to the state in support of getting the protective status back. De Wane would like this sent back to the state at this time because jailers are now having to deal with situations regarding COVID-19. Buckley noted this would be in support of AB-5 and SB-5 which is the bill that would allow counties to do this through the legislation.

Deney's noted he had a conversation with Corporation Counsel regarding this and the recommendation was to hold for one month and include it on the next agenda with a closed session.

Motion made by Supervisor Kaster, seconded by Supervisor Coenen to hold until the June Public Safety Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

- 20. Communication from Supervisor Schadewald: I would request that all committees place an agenda item of impact of COVID-19 on those departments they oversee on their May or June committee agendas so we can see a collection of impact statements in order to better prepare for the future. *Referred from April 21 County Board.***

Supervisor Schadewald said he is asking that Committee Chairs include an agenda item on their future agendas to talk about the impact of COVID-19 on their departments. The rationale for this is that change is happening rapidly and at some point in the future decisions will have to be made as to what changes will be needed. He feels having discussions at each meeting will be beneficial for future planning.

Motion made by Supervisor Lund, seconded by Supervisor Kaster to include impact of COVID-19 on future agendas until the COVID-19 crisis is over. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

- 21. Audit of bills.**

Motion made by Supervisor Lund, seconded by Supervisor Coenen to approve the audit of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Such other matters as authorized by law. None.

23. Adjourn.

**Motion made by Supervisor Kaster, seconded by Supervisor Schultz to adjourn at 7:12 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Administrative Specialist